

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 91-00.C

Subject:

DATE: 06/08/88

Sunset Review:

COURSE NUMBERING SYSTEM

1. PURPOSE. This directive promulgates procedures and responsibilities for maintaining a course numbering system for all courses within the Office of General Training, Office of Special Training, Marana Office, and Office of State and Local Training.
2. SCOPE. The provisions of this directive apply to all personnel within the Office of General Training, Office of Special Training, Marana Office, and Office of State and Local Training
3. CANCELLATION. FLETC Directive No. 91-00.C, Course Numbering System, dated July 12, 1985
4. BACKGROUND. With the implementation of the Training Management System (TMS), it is necessary that the course numbering system in use at the Center be revised, in order to ensure the greatest possible accuracy in the databases accessed by the scheduling and testing modules.
5. POLICY. It is the policy of the Federal Law Enforcement Training Center (FLETC) that all Office of General Training (OGT), Office of Special Training (OST), Office of State and Local Training (OSL), and Marana Office (MO) courses be assigned a unique course number identifier. The course number identifier will be assigned in a manner which facilitates the operation of TMS and the Automated Testing System (ATS) and ensures a minimum amount of data entry to maintain the correlation between the two systems, thus ensuring the integrity of data accessed by both systems.
6. RESPONSIBILITY.
 - a. Division Chiefs (OGT/OST) and the Assistant Director OSL/MO will be responsible for notifying the TMS Operator of changes needed to maintain records pursuant to this directive. The TMS Operator will ensure that, when new courses are added, the number assigned conforms to the prescribed format and is the next number in sequence for that division. The TMS operator will then notify the Research and

Evaluation Division (RED) so that ATS can be updated. Changes will become official only when the TMS Operator has implemented them.

b. Course numbers may not be arbitrarily assigned, but will be assigned sequentially by TMS. In order to ensure the integrity of archived records, when courses are dropped their numbers are retired and will not be reassigned to other courses. Division Chiefs may choose to maintain a listing of course numbers; however, they will call the TMS Operator to verify the next available number in the sequence.

7. PROCEDURES.

a. Course Numbering. All courses assigned to the following Divisions/Offices will be assigned a unique four digit identifier. Course number identifiers will be assigned only from the following number groups designated for each Division/Office.

1. Legal	1000-1499
2. Enforcement Techniques	2000-2499
3. Security Specialties	2500-2999
4. Computer & Economic Crime	3000-3499
5. Behavioral Science	4000-4499
6. Enforcement Operations	5000-5499
7. Firearms	6000-6499
8. Driver & Marine	7000-7499
9. Physical Techniques	8000-8499
10. State & Local	9000-9499
11. Marana	9500_9999

(1) A decimal point will always be placed immediately after the fourth digit of the course number identifier.

(2) A two-digit course length identifier will follow the decimal point. This identifier indicates the length of the course in hours. For courses less than ten hours in length, the first digit will always be zero.

(3) Following the two-digit course length identifier, all programs in which that specific hour length course is taught will be indicated by its program identifier enclosed within parentheses. For example, if the Search and Seizure legal course is assigned 1000 as its course number identifier and is an 8-hour course in the 9PI program and a 20-hour course in the 8CI and 9PT programs, the complete course identifier(s) would be indicated as follows:

Search & Seizure	1000.08 (9PI)
Search & Seizure	1000.20 (9PT, 8CI)

b. Modifications. Once modifications to the Course Numbering System have been approved, the Division Chief/Assistant Director will notify the TMS operator. When a course is added, it will be added as the next number in the sequence and will be appended to the end of the list. The TMS operator will verify the number and will coordinate with RED to add the course to the Automated Testing System. When a course is deleted, the number will remain unassigned and the TMS operator will coordinate the deletion of the course from the ATS.

8. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich
Director